

STUDENT DATA REPORTING MANUAL

A Handbook
for the
State of Alaska

November 2004



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Section I INTRODUCTION

Purpose of this Handbook

The purpose of this handbook is to assist Alaska schools and school districts in providing consistent, accurate student information through the use of efficient accounting and reporting practices. Use of this handbook will result in improved student records and consistency of reporting in school districts throughout the state.

State and federally funded special programs such as special education and others have specific requirements for student accounting and reporting. These special program requirements are generally not included in this handbook although there are items that are common to both.

The Alaska Department of Education & Early Development (EED) does not dictate the type or method of student accounting. School districts are free to develop systems, procedures and methods to meet their district's responsibility for student accounting and reporting as prescribed in this manual.

Origins

This handbook was developed to provide guidance and common definitions for districts. Its purpose is to supplement, not replace, existing laws, regulations and other handbooks published by the department. Sources of information for its development included state and federal laws and regulations regarding student accounting, employees of EED, Alaska State Archives and Records Management Services, current data handbooks and the U.S. Department of Education (USDOE) handbook *Student/Pupil Accounting*.

Overview of Sections

This handbook is divided into six sections and two appendices:

- **Section I - Introduction** outlines the purpose of the handbook its origins, and guidelines for student records systems.
- **Section II - General Classifications of Student Information** describes three different types of student information data. This section identifies the information that districts are required to record and/or report for students. It also describes optional data that may be recorded. School districts can use this section to ensure that required data as well as other appropriate items are correctly recorded.
- **Section III - Collection and Release of Student Information** describes legal restrictions on the collection, release and transfer of student data.
- **Section IV - Student Records Classification** describes the general types of student records normally maintained by districts, and how long they should be retained.
- **Section V- Definitions of Terms Used in Student Data Reporting** provides definitions used in recording and reporting student information.
- **Section VI - Student Data Reporting Requirements** describes required student information reports and how to calculate data.
- **Appendix A - Reporting Codes** lists and defines selected data codes used in electronic reporting of student information.
- **Appendix B - Supplemental Information** includes additional useful information related to student records, data collection and reporting.

Requirements for Student Data Reporting

Alaska schools are required to record and maintain certain items of student information for the purposes of reporting, accounting and auditing. Those items that are required are designated with an "R." For auditing purposes, districts must retain individual student supporting documentation for those records. Please see section V, Definitions for further clarification. Schools must retain and protect student records. Because of federal and state regulations, changes to reporting requirements are inevitable and necessitate periodic review and updates. This handbook does not limit EED from requiring additional information and reporting as allowed under 14.07.170(a)2.

Guidelines for Student Records Systems

Basic Principles

Several basic principles can be useful to designers of data systems:

- The systematic collection, maintenance and dissemination of student information, which is both current and accurate, is required.
- The necessity of safeguarding the confidentiality of student data must be kept in mind when the information system is being designed as well as when it is in operation.
- School districts are required to keep supporting documentation for reported data.
- Student information shall be gathered systematically and retained to provide documentation for audit.
- The required information must be retrievable in order to meet reporting requirements of the Alaska Department of Education & Early Development (EED).
- The student accounting system must provide a high level of accuracy.

There is great diversity in local data requirements, as well as in management approaches. For this reason, a single student accounting system is not mandated. It is each district's responsibility to maintain a system that will provide current, accurate and verifiable (auditable) information to support the reporting requirements as prescribed by EED.

Implementation

It is expected that all Alaska school districts will incorporate and use the requirements presented in this handbook.

Section II
GENERAL CLASSIFICATIONS OF STUDENT INFORMATION

The following tables classify student information. Required items are followed by the designation **R**. All other items are optional and designated by the symbol **O**. Symbols also indicate if the records are annual (**A**), permanent (**P**), or both.

Each classification table has sub-categories. In most cases the sub-categories listed are merely suggestions for organizing data under that classification.

For definitions of individual data items, see **Section V - Definitions of Terms Used in Student Data Reporting**.

Attendance records and supporting documentation of daily attendance are to be reported annually and maintained for seven years. A summary of each student’s attendance is also required and must be included in the student’s cumulative record, which must be maintained for 60 years after the student’s graduation.

PERSONAL IDENTIFICATION

STUDENT IDENTIFICATION

Included under this heading are items of information that for identification of an individual student such as:

Student Name (First, Middle, Last)	R	P
Any Other Name	O	
Alaska Student Identification Number.....	R	P
District Student Identification Number.....	O	
Gender.....	R	P
Ethnicity	R	P
Date of Birth	R	P
Evidence of Birth	R	P
Place of Birth	O	

FAMILY AND RESIDENCE INFORMATION

Residence data includes information about the residence address(es), telephone number(s) and location(s) where the student and his or her family currently reside. Persons to contact in case of emergency are listed under “Emergency Contact” on the following page.

STUDENT CURRENT RESIDENCE DATA

Street Address	R	A
Mailing Address	R	A
City/Town/Village	R	A
State.....	R	A
Zip or Postal Code	R	A

PARENT/GUARDIAN/RESPONSIBLE ADULT INFORMATION

The full names of the parent(s) or guardian(s) must be recorded for each student. If the student is living with a relative or in a boarding home, the names and home addresses of the responsible adult with whom the student is living must be recorded under this heading. If a student is a ward of the court, the name(s) and address of the foster parents are recorded. In the case of emancipated minor students, districts need record only the student's information.

Primary First and Last Name.....	R	A
Secondary First and Last Name.....	O	
Residence Information.....	R	A
Mailing Address	O	A
Phone Contact.....	O	A
Emergency Contact.....	O	A

ENROLLMENT AND PARTICIPATION

Enrollment is a broad category that includes data about:

- the student's entrance into the school's instructional program (for example, school, class and instruction by correspondence),
- the student's membership (including attendance, absence, tardiness and early departure), and
- withdrawal (including completion of work).

ENTRANCE DATA

Entry Date	R	A
Type of Entry	R	A
School Previously Attended.....	O	
Credits Transferred In.....	R	P
Grade Level.....	R	A
School Code (School Attending)	R	A
Immunization Record.....	R	P
Full Time Equivalent FTE	R	A

ATTENDANCE INFORMATION

Attendance Register including:

Days of Attendance	R	A
Days of Absences	R	A
Aggregate Attendance.....	R	P
Aggregate Absences.....	R	A
Times Tardy	O	

WITHDRAWAL

Exit Date	R	A
Exit Type.....	R	A

COURSE/SUBJECT INFORMATION (A record for every course and/or subject must be kept)

Transcript, including:

Course Code.....	O	A
Descriptive Course/Subject Title	R	P
Subject Matter	O	
Credits Received.....	R	P
Credits Attempted.....	O	
Grade Value.....	R	A
Teacher.....	O	
Record of Certificates, Awards, Diploma...	O	

TEST INFORMATION

HSGQE Test Results	R	P
Standardized Test Scores.....	R	P
Assessment Results.....	R	A

FEDERAL AND STATE PROGRAM ELIGIBILITY

Low Income.....	R	A
Title I Eligible.....	R	A
Gifted and Talented	R	A
Migrant Eligibility.....	R	A
Intensive – Special Education.....	R	A
Bilingual/LEP Language Type.....	R	A
Bilingual/Language Instruction.....	O	A
Limited English Proficiency.....	R	A
Special Education Disability Category.....	R	A
Special Education Placement.....	R	A
Special Education Exit Code.....	R	A
Special Education Exit Date.....	R	A

DISCIPLINE RECORDS

For those districts that receive federal funds, No Child Left Behind (NCLB) includes a provision related to student discipline records. Out-of-school suspensions and expulsions must be reflected in the student’s cumulative record/file. If a student transfers to a different school, discipline records related to suspensions and expulsions will be transferred to the new school. As students progress from elementary school to middle school and middle school to high school, all discipline records, except suspensions for drug/alcohol or weapons violations and expulsions, are to be removed from the cumulative record. Records shall include the date and a description of the violation.

Out-Of-School Suspension.....	R	P
Expulsion.....	R	P

Section III

COLLECTION AND RELEASE OF STUDENT INFORMATION

(Information on collecting and releasing student information is also included in
Appendix B – Supplemental Information)

Collection of Student Data

Collecting data about students is primarily for the benefit of students. Information may be included in a student's educational record only with prior informed consent of the parent/guardian, the authority of the legislature, the State Board, the Commissioner of Education & Early Development, or the local school board. Which of these entities must consent depends on the nature of the information. In any event, there should be no anonymous entries in a student's educational record.

The two primary types of consent are:

1. Representational consent: Consent given through the action of duly elected or appointed representatives of the people, such as a board of education, approving the use of a student permanent record system or a standardized achievement testing program. Such consent may not be given by anyone outside the educational system.

2. Informed individual consent: Written consent given under a data gathering procedure by an individual after the reason for the data, the method of the data gathering and the way the data will be used have been explained to the individual giving consent.

Ordinarily, *representational consent* will be sufficient for gathering basic student identification information such as name, address, name of parents, telephone number, sex, ethnicity and other similar data. Representational consent is also appropriate for acquiring information regarding academic progress through standardized achievement testing and other routine assessment.

On the other hand, *informed individual consent* normally precedes any program of individual personality assessment, individual psychological evaluation or the gathering of information concerning a student's family such as religious beliefs, occupational data, marital status of parents, etc. The need for informed individual consent generally concerns the collection of any information not directly relevant for educational purposes solicited from either the student or the parents. For example, in the case where the student population is being considered for subjects in research studies, the need for informed consent should be understood. In this case, there is the further provision that prior informed consent will be obtained by the responsible school authorities.

In situations in which representational consent is sufficient, students and their parent/guardian need to be informed in advance by school officials, at least annually, of the purposes and character of the data collection(s). Moreover, students and parents need to be granted opportunities by the agency to contest the necessity or desirability of particular data collection processes or the proposed use of such data.

Refer to **Appendix B State Prohibition on Student Personal Data Collection in**, which outlines the current restrictions on collection of personal and/or private family affairs of a student.

Transfer of Student Records

Within 14 days after enrolling a child as a transfer student in an elementary or secondary school, the school or school district shall request directly from the child's previous school a certified copy of the child's record. An Alaska elementary or secondary school or a school district in this state requested to forward a copy of a transferring child's record to another school shall comply with the request within 10 days after receiving the request unless the record has been flagged by the Department of Public Safety due to a child's disappearance.

Upon receipt of a request for a record that has been flagged, the school or school district shall immediately notify the Department of Public Safety. Unless directed to do so by the Department of Public Safety, a school or a school district may not forward a copy of a flagged record.

In this section, "record" includes information about the child's commission of an offense that is punishable as a felony or that involved the use of a deadly weapon.

The provisions for release of student records are outlined in **Appendix B** of this handbook under **Family Educational Rights and Privacy Act (FERPA)** and **State Requirements for Access to School Records**.

Section IV

STUDENT RECORDS CLASSIFICATION

This handbook is concerned primarily with State of Alaska student records and reporting requirements. Special programs such as special education, vocational education, bilingual/bicultural education, migrant education, and school lunch require special records and procedures which are prescribed in other documents provided by those specific federal and state programs.

In keeping with the purpose of this handbook, this section is primarily limited to items that are needed for record keeping and accounting for all students.

What Education Records Include

Education records include any information concerning a student that is maintained in writing or on film or tape for others to see or hear. An education record is distinguishable from private notes or working notes in that notes are intended solely for the use of the collector. Such notes do not become a student education record until they are made available to another person other than the student. Such sharing automatically makes the notes an education record subject to the policies and regulations governing them.

In addition to notes that are kept for the use of a collector only, the term *education records* does not include:

1. Records kept solely for law enforcement purposes;
2. Records of persons who may be employed by the educational agency or institution; or
3. Records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in that capacity, and which are created, maintained or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment; provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

Most items of student information that all schools are required to keep will normally be recorded and kept either at a school or in a central district file. It may be appropriate to record and maintain items that are required only for special programs in separate files for those programs. For example, information required for food service programs might be retained in the offices of the individuals who are in charge of that program.

Immunization records and supporting documentation must be kept on file at the school, at a minimum.

Permanent Records

Data contained in a student's permanent record are the final information available about a student. The record will contain both an annual accounting (for example, the student's grades and attendance) and a final accounting (for example, the name of the last school attended and exit information). Although as a rule annual records must be kept for only three years, it is important to note that certain parts of a student's cumulative and annual accounting will also become part of that student's permanent record. This would include, for example, classes taken, credits earned and summarized attendance records.

The permanent record is a summary of information and represents the culmination of the student's record while attending school. The majority of items in the cumulative records will become the

permanent record and will be retained for a minimum of 60 years after a student would normally graduate. Others, such as health information are cumulative and have a lower retention period; they should possibly not be transferred to the permanent record.

Cumulative Records

State regulation requires school districts, at a minimum, to maintain cumulative records that include the following:

- subjects the student has taken;
- grades earned and an explanation of the grading system used;
- units of credit received;
- attendance records;
- scores on standardized tests the student has taken;
- information about required immunizations,
 - including documentation of required immunizations,
 - medical or religious exemption requests, or
 - laboratory records and appropriate medical provider statements documenting evidence of immunity to a vaccine- preventable disease for which immunizations are required
 - and physical exams required by law or district policies or
 - a history of varicella (chickenpox) disease;

- and the student's Alaska Student Identification Number.

These items are often later included in the permanent (final) record. Procedures for maintaining cumulative records primarily involve entering data from other source documents. For example, student entry information would be collected then entered on the cumulative record as appropriate. Some information, such as date and place of birth, is collected and recorded when a student first starts school, and it remains part of the cumulative record for as long as that record exists. Other information is collected and recorded at points in a student's school life (e.g., grades) and would normally not change. Other information, such as address and telephone number changes, needs to be collected and recorded whenever existing information is no longer up-to-date.

The first record of a student will normally be an enrollment form or questionnaire completed at the time the student first enters the school system. Most of the information on the enrollment form is provided by a parent or responsible adult, or, in the case of older students, by the student. The form should include required basic information about the student, the student's family, and emergency information. Each student's enrollment information should be updated at least annually or whenever the school learns of changes such as a new address or telephone number. An enrollment form is the source for a number of items of student data, which are then recorded in the student's records. The completed form is normally maintained in the office of the school the student is attending. The most recent information and/or form should be included in the student's cumulative record.

Annual records of participation, attendance, grades and credits are incorporated in the cumulative record usually in a summary fashion.

Periodic/Annual Records

Annual records include such information as attendance registers, class schedules, teacher grades and assessment results. These records and supporting documents shall be maintained for at least one year to substantiate the reporting requirements for foundation funding, participation rate reporting, NCLB requirements and NCLB year-end federal Core of Common Data, district report card, and various other federal and state reporting requirements. These records are a combination of summarized information and individual supporting documentation.

Other Records

Other records and/or data are described in this handbook for information purposes only.

Section V
DEFINITIONS OF TERMS
USED IN STUDENT DATA REPORTING

The use of commonly understood terminology is essential for effective communication of information about students. The use of common data items is also a foundation for compiling valid statistical information about students. The items of information needed for these purposes, along with other helpful definitions, are listed and defined in this section.

The items indicated here as ‘Required’ represent current data reporting requirements. They do not indicate the only items that schools and districts are required to collect, record and report.

Absence - A student who is not present during any part of the half-day should be considered absent. If he or she is present during a part of the half-day, consider her or him tardy or dismissed, depending on school policy.(Required) AS 14.07.060

Accommodation - A change made to ensure that information obtained from a test is an accurate reflection of what the test is intended to measure rather than a measure of the student’s disability. (Definition) AS 14.03.075;
4 AAC 06.700-790

Accommodation – LEP - Data indicating that the student was provided with an accommodation due to his or her Limited English Proficient (LEP) status. The options for reporting are:
Y=Yes the LEP student received an accommodation.
N=No the LEP student did not receive an accommodation.
Allow for 1 character. (Required) 4 AAC 06.776

Accommodation – IEP/504 - Data indicating that a student was provided an accommodation due to her or his IEP or 504 status. The options for reporting are:
Y=Yes the student received an accommodation.
N=No the student did not receive an accommodation.
Allow for 1 character. (Required) 4 AAC 06.775

Aggregate Days Absent - The total number of days the student was absent during a school term. In-service days are not included. Record to the hundredth decimal point (xxx.xx). In-service days are not included in annual days absent. Allow for 5 digits and the decimal place. (Required) AS 14.03.120; 4 AAC 06.895

Alaska Student Identification Number - The student's unique Alaska Student Identification Number, assigned for all students, including those new to the state and those first entering school. This number is assigned by the Alaska Department of Education & Early Development online system, which can be accessed through the Internet at <https://www.asis.eed.state.ak.us/>. The ID number shall be maintained and attached to all student records. This number does not change regardless of re-entry or exit from individual schools or districts. (Required)
4 AAC 07.060(7)

Anecdotal Record - Notes describing exactly what a student said or did in specific situations. When accumulated, anecdotal records may yield a picture of the student's developing behavior patterns, interests, attitudes, strengths and problems. (Optional) AS 14.07.060

Annual Withdrawal Rate - The total number of times students withdraw from school during a given school term, divided by the number of different students in active membership status during the term, expressed as a percentage. (Required) AS 14.03.120

Assessment/Procedure – The process by which an exceptional child's skill levels are determined for all relevant curricular areas. A thorough assessment might include determining academic skills and knowledge present and lacking, fine and gross motor skills, etc. On the basis of a thorough assessment of an exceptional child's needs, appropriate short-range educational objectives and instructional programs to meet those objectives can be designed. (Required) AS 14.03.075

Attendance Register - A record containing information such as (a) the names of students who have entered a class or school; (b) identification information about each student such as sex, date of birth and address; and (c) information concerning the student's entry or re-entry, membership, attendance, absence, tardiness and withdrawal. (Required) 4 AAC 07.060

Aggregate Daily Attendance (AgDA) - The aggregate days attendance is the sum of the days present for all of the students when school is in session and is the numerator in calculating the attendance rate. Record to the hundredth decimal point (xxx.xx). In-service days are not included in attendance. This data can be found in the School District Report Card to the Public. (Required) 4 AAC 06.895

Average Daily Membership (ADM) - Foundation - The total days of a student's membership during the state mandated reporting period *divided by* the days in session for that period and *multiplied by* the FTE. ADM is defined for foundation count purposes only and includes in-service days in membership and days in session. (See **The Electronic Foundation Report in Section VI – Reporting Requirements.**) (Required) AS 14.17.300-490; 4 AAC 09.005-105

Aggregate Daily Membership (AgDM) - The aggregate daily membership is the sum of the days present and absent for all students when school is in session and is the denominator when calculating the attendance rate. This data can be found in the School District Report Card to the Public. (See **The Electronic Foundation Report in Section VI** for further explanations and examples.) (Required) AS 14.17.300-490; 4 AAC 09.005-105

Bilingual/ LEP – Language Type - Data designating the native language of an LEP student. Native language may also be called the primary, first, or home language of a student whose native language is not English. A current listing of languages is included in **Appendix A**. (Data will be reported aggregated by grade level, not by individual student.) Allow for two characters. (Required) 4 AAC 34.010-090

Bilingual/LEP - Language Instruction - Data indicating whether a student receives instruction that incorporates her or his native language. Y = Yes the student receives instruction that incorporates his or her native language.

N = No the student does not receive instruction that incorporates his or her native language. Allow for 1 character. (Optional) 4 AAC 34.010-090

Birth Date - Student's date of birth. The preferred format is MM/DD/YY. (Required)
AS 14.03.080

Birth Place - The local governmental unit, such as city, county, or township, and state, U.S. territory or foreign country in which a student was born. (Optional) AS 14.07.060

Boarding Home Program - An arrangement made by a local school district through which students, for whom appropriate educational programs cannot be locally provided, are provided living accommodations, transportation and access to a school offering appropriate programs. (Definition) AS 14.07.030(2); 4 AAC 09.050

Certificate of Achievement - Awarded to a student who has met all other graduation requirements of a governing body and the state, but who fails to pass all three sections of the HSGQE. A certificate of achievement **may** include the following information: (1) the portions of the HSGQE passed; (2) the student's attendance record; and (3) other information indicating the qualifications of the student that the governing body determines appropriate. (Optional) 4 AAC 06.075

City/Town/Village of residence - The name of the city, town or village of the student's current residence. The residence of students who are out of state with their parents/guardians shall reflect their current out-of-state domiciled location. Allow for at least 30 Characters. (Required)
AS 14.07.060

Clock-Hour - In this handbook, it is about 60 minutes (but no less than 50 minutes) of class work or instruction. This may include time for passing from one class to another. (Definition) AS 14.07.060

Compulsory School Attendance Requirements - The requirement that every child between seven and 16 years of age shall attend school at the public school in the district in which the child resides during each school term. Exemptions to this requirement are outlined in **Appendix B – Exemptions to Compulsory Attendance.** (Definition) AS 14.30.010

Correspondence - Instruction - Instruction that provides for the systematic exchange of information between teacher and student of materials sent electronically or by mail. (Optional)
AS 14.17.430; 4 AAC 33.421

Core Courses - A course of study in English, math, social studies, science, technology, world languages and/or a course required by a student's IEP are considered core courses for statewide correspondence programs. (Definition) 4 AAC 33.426

Course/Class/Activity - Identification of each course, class or activity to which the student is assigned. For the purpose of establishing FTE and designation of a correspondence core course, a course must meet the definition of one full Unit. (Definition) 4 AAC 07.060

Credit - The unit of value awarded for the successful completion of certain courses, intended to indicate the quantity of course instruction in relation to the total requirements for a diploma or certificate. Credits frequently are expressed in terms such as "Units" or "credits." An interpretation of credits should be included when this information is sent outside the school system. (Definition)
4 AAC 07.060

Credits Attempted - The number of hours of credit a student attempts to earn during a given semester or school term. (Definition) 4 AAC 07.060

Credits Received - The number of credits a student actually earns during a given school year. (Definition) 4 AAC 07.060

Credits Transferred In - The number of credits or other units of value accepted by the subject school from each previously attended institution for application toward graduation or other program requirements. (Definition) 4 AAC 07.060

Day in Session - Each day within the school term is a day in session except Saturdays, Sundays and days designated as holidays in accordance with Alaska state law. A school board may approve Saturdays as a day in session. The period of the day in session shall be devoted to the instruction of students or to study periods for the students. The day in session in every school shall be at least four hours long, exclusive of intermissions, for the first, second and third grades, and five hours, exclusive of intermissions, for all other grades. (Definition) AS 14.03.040

Day of Absence - For each day of scheduled instruction, the student's absence will be recorded as that portion of the day not recorded as a day of attendance. The sum of the portion of a day of attendance and the portion of the day of absence must equal one. Allow for two digits and the decimal place. (Definition) 4 AAC 06.895

Day of Attendance - Students are counted in attendance when present at school. Days of attendance do not include in-service days. Attendance shall be recorded based upon the percent of the student's normally scheduled instructional day. For example, a student who is normally scheduled for two hours per day as a part-time student would be recorded with half a day in attendance if he were absent for one hour. The sum of a day of attendance and a day of absence must equal one. A student may be counted present only when he or she is actually at school or is present at another school-sponsored instructional program. This may include authorized independent study, work-study programs, academically related field trips and instruction for homebound students. It does not include "making up" school work at home, or activities sponsored by private individuals or groups. Correspondence school students are counted in attendance as long as they are in membership. Homebound students are counted in attendance, if they are receiving at least ten hours of instruction per week by an itinerant teacher. (Definition) 4 AAC 06.895

Days in Membership - Days in membership are days in which an enrolled student is scheduled to attend a school and/or receive special services under an IEP, or enrolled and participating in a district correspondence program. Days in membership include state approved in-service days, days present and days absent. A student not scheduled to attend daily shall be counted in membership only on the days she or he is scheduled. Days are reported in whole numbers. For example, a preschool special education student who is scheduled to receive services two days per week for two hours each day would have two days membership during any week so scheduled and would be reported with an FTE of .50; a high school student who is scheduled to attend school three days per week for three and a half hours per day would have three days membership during any week so scheduled and would be reported with an FTE of .75. Membership should be recorded in whole numbers. (Definition) AS 14.03.101-160; 4 AAC 09.040

Department - Department in this handbook means the Alaska Department of Education & Early Development. (Definition) 4 AAC 04.900

Descriptive Course/Subject Title - The descriptive title by which a course or subject is identified (for example, American History, English III); or any portion of the instruction for which a mark is assigned or a report is made (for example, reading, composition, spelling, language arts). (Definition) 4 AAC 05.010-900

Disadvantaged Students - Students who have academic, socioeconomic, cultural or other disadvantages that prevent them from succeeding in educational programs designed for persons without such disadvantages; and who, for that reason, require specially designed educational programs and related services. This term includes students whose needs for such programs or services result from poverty, neglect, delinquency, or cultural, racial or linguistic isolation from the community at large. The term does not include physically or mentally handicapped persons except where such persons also are subject to the other conditions referred to in this paragraph. (Definition) 4 AAC 06.010-172

District - An Alaska city or borough school district, or an Alaska regional educational attendance area, or an Alaska state boarding school as defined by state law. (Definition) AS 14.12.010

District Student Identification Number - The unique student identifier assigned by school districts. This number is used internally by school districts to identify individual students. THIS NUMBER IS NOT THE Alaska Student Identification Number (Optional) 4 AAC 07.060

Early Entered Students - Regular students who are under school age may be early entered into a grade and/or program within the district where the students reside, and they may be included in the membership count of the school they attend. In order to be eligible for foundation funding, under school age students must be early entered in accordance with state regulations. (Definition) 4 AAC 09.015

EED - The Alaska Department of Education & Early Development (Definition) AS 44.62.330

Emergency Closure - The closing of a school made necessary by a catastrophe, epidemic or other emergency cause. It is allowable to count as a full day in session a day during which students are dismissed to return to their homes due to unforeseen emergencies, providing that the student body and teachers were gathered at the school facility and subsequently released. A day in which students are in attendance for no portion of the day due to unforeseen emergencies should be counted as a holiday and shall not be allowed as a day in session for those schools affected. (Definition) 4 AAC 05.090(e)

Entry Date - The first day of a student's actual attendance. A student returning from the previous school year with an excused absence of less than ten days during the first ten days of the school year may be counted in membership prior to the first day of attendance. The month, day and year on which a student entered and began to receive instructional services in a school during the current school year determines his or her entry date. Multiple entry dates may be required for students entering and exiting schools during the year. The preferred format is MM/DD/YY. Allow for at least ten characters or digits. (Required) 4 AAC 06.895

Entry Type - Data describing how a student enters membership in an individual school during a given attendance period. A current listing of entry types is included in **Appendix A - Entry Type**. Allow for two characters. (Required) AS 14.07.060

Ethnicity - Data indicating the racial or ethnic background of a student. A current listing of codes and descriptions for ethnicity reporting categories is included in **Appendix A - Ethnicity Codes**. Allow for two characters. (Required) 4 AAC 06.830

Evidence of Birth - The type of evidence by which a person's birth date is verified. It is suggested that a copy of the documentation be retained. Verification of one of the following documents is Required: AS 14.07.060

- **Birth certificate** - A written statement or form issued by an office of vital statistics verifying the name and date of birth of the child as reported by the physician attending at the birth; or a statement in written form issued by the physician attending the child's birth recording the child's name and date of birth, and acceptable as a birth certificate by the political subdivision where issued.
- **Hospital certificate** - A certificate issued by a hospital verifying the name and date of birth of a child.
- **Physician's certificate** - A certificate issued by the physician attending at a birth, verifying the name and date of birth of the child. A physician's certificate is considered to be a birth certificate when acceptable as such by the political subdivision where issued.
- **Baptismal or church certificate** - A form issued by a church certifying the baptism of a child. This form records the date of birth and often is acceptable as verification for this date.
- **Parent's affidavit** - A sworn, written statement made by a person's parent to verify the person's age, date of birth, and place of birth.
- **Entry in family Bible** - An entry in a Bible on a special page for recording births, marriages and other vital information about the family.
- **Passport** - Any travel document issued by competent authority showing the bearer's origin, identity, and nationality, if any, which is valid for the entry of the bearer into a foreign country.
- **Previously verified school record** - A date of birth previously verified in a school record, which is used in lieu of more direct evidence to verify the date of birth.
- **Other evidence verifying date of birth** - Evidence not included above, such as an insurance record, selective service record, census record, or other records maintained by a federal or state agency. Any such evidence by which a person's birth date is verified should be specified.
(Definition)

Exceptional Children - Children who differ markedly from their peers to the degree that they are better served by placement in a special learning program designed to serve their particular exceptionality. These children may be identified as mental retardation, physically handicapped, emotionally handicapped, children with learning disabilities, gifted or multiple handicapped.
(Definition) AS 14.30.352; 4 AAC 52.800-890

Excused absence - An absence for a reason accepted under policy established by the local school board and based upon a written request by the student's parent or guardian. (Definition)
AS 14.07.060

Exit/Withdrawal date - The date following a student's last day of membership in school. Students with unexcused absences of more than ten consecutive days shall be exited on the day after the tenth day of the unexcused absence. For correspondence students, the exit date is the earlier of:

- a) the date when notice is received from the parent or guardian that the student will no longer participate;
- b) the date when the student enters and attends a regular school full-time; or,
- c) 30 calendar days after which no contact is made or correspondence is received from the student, parent or guardian.

The preferred format is MM/DD/YY. Allow for at least ten characters or digits. (Required) AS 14.07.060; 4 AAC 07.060

Exit Type - Data describing how a student exits membership in an individual school during a given attendance period. A current listing of exit types is included in **Appendix A – Exit/Withdrawal Type**. Allow for two characters. (Required) AS 14.07.060

Flagged Record - A student's school record that has been identified for special action based upon a notification from the Department of Public Safety that the student has disappeared. Any request for a copy of, or information about, a flagged record shall initiate an immediate report to the Department of Public Safety about the request and any knowledge as to the whereabouts of the student. (Definition) AS 14.07.060

FTE (Full-Time Equivalent) - This number represents the fraction of a Day in Membership during which a student is actively engaged in instruction. The tables below define the contact hours of direct instruction used to determine the FTE for on a particular Day in Membership. If the student has mixed enrollment (different FTEs per day during an attendance period), separate records and reporting should be kept to allow for the correct calculation of Average Daily Membership (ADM) during a reporting period. (See **The Electronic Foundation Report in Section VI – Reporting Requirements**.)

Allowable data elements are defined in the FTE column of the following table and are to be used in reporting.

FTE	Description	Defined
1.00	(full-time)	4 contact hours or more in a day
0.75	(3/4 time)	3 hours or more, but less than 4 hours in a day
0.50	(1/2 time)	2 hours or more, but less than 3 hours in a day
0.25	(1/4 time)	Less than 2 hours per day

FTE	Description	Defined
1.00	(full-time)	4 Courses (4 Units)
0.75	(3/4 time)	3 Courses (3 Units)
0.50	(1/2 time)	2 Courses (2 Units)
0.25	(1/4 time)	1 Course (1 Unit)

Allow for three digits and the decimal place. (Required) 4 AAC 09.040

Full Day in Attendance - Attendance during a complete full-day school session or approved curtailed session. Attendance at a state-approved half-day session for kindergarten or pre-kindergarten should be counted as a half day of attendance. An excused absence should not be counted as a day of attendance. (Definition) 4 AAC 09.040

Full Day in Session - A full day in session is defined as: (1) under normal circumstances, grades one through three must be in session at least four hours and grades four through twelve must be in session at least five hours; (2) when students are dismissed to their homes due to an unforeseen emergency provided that the student body was gathered at the school facility while teachers were present, then subsequently released. (Definition) AS 14.03.040; 4 AAC 09.040

Full Academic Year - District - Data indicating students that were continuously in membership from October 1 through the first day of state mandated content assessment during the current school term in a particular district. The options for reporting are:

Y=Yes the student was in membership the entire period from October 1 though the state assessment date in the reporting district.

N=No the student was not in membership the entire period from October 1 though the state assessment date in the reporting district.

Allow for one character. (Required) AS 14.03.030; 4 AAC 06.810

Full Academic Year - School - Data indicating students that were continuously in membership from October 1 through the first day of testing during the current school term in a particular school. The options for reporting are:

Y=Yes the student was in membership the entire period from October 1 though the state assessment date in the reported school; or

N=No the student was not in membership the entire period from October 1 though the state assessment date in the reported school.

Allow for one character. (Required) 4 AAC 06.810

Gifted/Talented - Data designating whether a student is receiving Gifted/Talented services. The options for reporting are:

Y=Student is receiving Gifted/Talented services; or

N=Student is not receiving Gifted/Talented services.

Allow for one character. (Required) AS 14.30.352; 4 AAC 52.800-890

Gender - Data designating the sex or gender of the student. The preferred reporting designations are F=Female, M=Male. Allow for one character. (Required) 4 AAC 06.895

Grade Level - That portion of a school program that represents the work of one regular school term, identified by a designation such as kindergarten, grade 1, grade 2, etc. A school that does not assign students to grade levels shall report the grade level based upon the years the student has been enrolled in school. Allow for two characters. (Required) 4 AAC 06.815 (d)

Grade Point Average - A measure of average performance in all courses taken by a student during a marking period, school term, or year - or accumulated for several terms or years. Obtained by *dividing* total mark points by total courses or by hours of instruction per week. (Definition) AS 14.03.120

Grade Point - The specific numerical equivalent for grade, sometimes appearing in the records of specific students for use in determining student grade-point averages. (Definition) AS 14.03.120

Grade Value - The scale of numerical equivalents for grades awarded, indicating performance in school work and used in determining student grade-point averages. For example, A=4, B=3, C=2, D=1. These numerical equivalents should be specified wherever appropriate. The specific numerical

equivalents in student records may be referred to as "mark points." An interpretation of grade points should be included when this information is sent outside the school system. (Definition)
AS 14.03.120

Graduate - An individual who has received formal recognition for the successful completion of a prescribed program of studies as set out by the local school board and has passed all three sections of the HSGQE. (Definition) 4 AAC 06.075-076

High School Diploma - A formal document certifying a student has successfully completed a prescribed high school program of study and has either 1) passed the High School Graduate Qualifying Examination, 2) upon transfer into a public high school in this state has passed a competency examination in the state from which the student transferred, or 3) and has either a disability and has taken and failed to pass the competency examination and successfully completed a department-approved alternative assessment program. (Definition) 4 AAC 06.075

High School Graduation Qualifying Examination Results - A student's results from the state High School Graduation Qualifying Examination (HSGQE). Each district shall record each student's test results in that student's permanent student record. (Definition) AS 14.03.075;
4 AAC 06.700-790

Immunization Records - Information on instances in which a student is protected or immunized against specific diseases, as by inoculation or vaccination. A permanent record will be maintained of each immunization, request for medical or religious exemption to required immunizations, and immunity test with supporting medical interpretation of the results. The record should contain the date of each immunization or test. The following immunizations are required before a child can enter school, with certain exceptions: diphtheria, pertussis (whooping cough - for student under 7), rubella (German measles-for students under 12), tetanus, polio, measles, mumps (for students entering school after 7/1/2001), Haemophilus influenzae type b (for student under 5 years of age entering preschool after 7/1/2001), hepatitis A (for students entering school after 7/1/2001), hepatitis B (For students entering school after 7/1/2001). (Definition) 4 AAC 07.060

Individualized Education Program (IEP) - An individualized program that must be developed for each special education student. (Refer to the Alaska Special Education Handbook). (Definition)
4 AAC 52.140

In-service Day - A day during which planned in-service education is provided for teachers. Up to ten such days may be counted as days in session if approved by the Commissioner of Education and Early Development. (Definition) AS 14.03.030

Instructional Days - The number of school days in the current school year calendar or school term scheduled for direct instruction of students. This does not include in-service days or teacher workdays where students are not present. (Definition) AS 14.03.040

Intensive Level of Funding - An annual reporting status as of the fourth Friday in October on students who are eligible for intensive foundation funding. These students are special education students whose IEP's require an intensive level of services as defined in current Alaska Education Regulations. The reported information indicates whether the student is claimed for special education funding at the intensive level. Claimed students must be in membership on the fourth Friday in October within a single school in the district for which the student is reported. The

options for reporting are:

Y = Student is claimed for Intensive Funding, or

N = Student is not claimed for Intensive Funding.

Allow for one character. (Required) AS 14.17.420; 4 AAC 09.015

Limited English Proficient (LEP) Student – Indicates whether or not the student has been identified as a limited English proficient (LEP) student. The student meets the definition of LEP, has scored at some point below the proficient level on a state-approved assessment of English language proficiency, and has not yet met the criteria to be exited from LEP status.

Y=Yes the student is identified as a LEP student. N=No the student is not identified as a LEP student.

Allow for one character. (Required) 4 AAC 06.776 and 4 AAC 34.055

Low Income - Data indicating students that receive public assistance (TANF) and or are eligible to participate in the Free and Reduced Lunch Program (NSLA). The options for reporting are:

Y = Student is identified as eligible to participate in the Free and Reduced Lunch Program,
or

N = is not identified as eligible to participate in the Free and Reduced Lunch Program.

Allow for one character. (Required) 4 AAC 06.899 (5)

Mailing Address - The mailing address of the student, if different from the residence address. (Definition) AS 14.07.060

Migrant Student - Indicates whether the student has been certified as an eligible migrant student through the migrant student identification and recruitment process. The options for reporting are:

Y = Yes the student is certified as an eligible migrant student, or

N = Student is not certified as an eligible migrant student.

Allow for one character. (Required) 4 AAC 06.895

October 1 Count - Data indicating whether the student is in membership on October 1. This information is reported annually with the foundation count. The options for reporting are:

Y = Student is enrolled on October 1, or

N = Student is not enrolled on October 1.

Allow for one character. (Required) 4 ACC 06.895

Percentage of Attendance - The Average Daily Attendance during a given reporting period *divided by* the Average Daily Membership for the period, expressed as a percentage; or the Aggregate Days Attendance *divided by* the Aggregate Days Membership, expressed as a percentage. (Definition) AS 14.03.120; 4 AAC 06.895

Permanent Health Record - Student information that includes a record of required immunizations, exemption to immunization or laboratory testing, and medical interpretation documenting immunity to a vaccine-preventable disease or for varicella only, a parental history that the child has had the disease) and TB test results. The record may include required vision and hearing screening results and the results of any required physical examination. This information is usually incorporated into the permanent student record. When not incorporated into the permanent record, it shall be retained for at least three years after the student attains age 18. (Definition) 4 AAC 07.060

Permanent Student Record - A student record considered to have permanent or semi-permanent value and which remains for 60 years on file after the student's graduation from the school or school system. (Definition) 4 AAC 07.060

Personally Identifiable Information - Data or information that includes: (1) the name of the student and the student's parent or other family member, (2) the address of the student, (3) a personal identifier such as the student's social security number, (4) a list of personal characteristics which would make the student's identity easily traceable, or (5) other information which would make the student's identity easily traceable. Districts may not release personally identifiable information except to:

- a school official, including a teacher or a contract service provider, who has a legitimate educational interest;
- an official of a school or school system to which the student transfers enrollment or intends to enroll; or
- a representative of the federal comptroller general, United States Department of Education, or the Alaska Department of Education and Early Development. (Definition) 4 AAC 07.060

Reporting Period - A period of time for which a report is prepared (for example, a calendar year, school year, regular school term, summer school term, semester, or grading period). (Definition) AS 14.03.202; 4 AAC 06.895

Resident Address - The number of the house (or hotel name and room number, or apartment name and apartment number), and the names of the street, subdivision or trailer park, and city where a student resides. (Definition) AS 14.07.060

Retention Rate KG-8 - Retention rate is a school-reporting element for kindergarten through grade eight. The retention rate is computed by dividing the number of students being retained on the last day of school by the membership on the last day of the school year. Data must be reported as an aggregate school retention rate, based on the combined number of retained students in kindergarten through grade eight as of the last day of school. (Required) AS 14.03.120; 4 AAC 06.895

School - A division of the school system consisting of students comprising one or more grade groups or other identifiable groups, organized as one unit with one or more teachers to give instruction of a defined type, and housed in a school of one or more buildings. (Definition) AS 14.03.060

School Age - A child who is six years of age or who will become six years of age before September 1, following the beginning of the school year, and who is under the age of 20 and has not completed the 12th grade is of school age. A child is not considered to have completed the 12th grade unless that child has passed any High School Graduate Qualifying Examination required by law, even if that child has met all other graduation requirements. (Definition) AS 14.03.070

School Identification Number - The School Identification Number is assigned by the Alaska Department of Education & Early Development. The first two digits of the six-digit code represent the district number while the last four digits represent the school number. Student attendance, testing, and transfer information and records require the inclusion of school identification numbers. All reported student records must be segmented by school. Allow for six digits. (Required) 4 AAC 07.0609(7)

School Board - The governing body of a borough or city school district or regional education attendance area. (Definition) AS 14.07.075-170

School Holiday - A day on which school is not conducted either because of legal provisions or because of designation by the local school board as a holiday. Since such days are not considered as days in session, students are considered as neither present nor absent on school holidays. (Definition) AS 14.03.050

School Term - The school term begins and ends on the dates fixed by the governing body of the school district. However, the term shall include not less than 180 days in session. Subject to the approval of the Commissioner of Education and Early Development, a day used for in-service training of teachers may be substituted for a day in session, up to a maximum of ten days. (Definition) AS 14.03.030

School Year - The school year begins on the first day of July and ends on the 30th day of June. (Definition) AS 14.03.020; 4 AAC 06.895

Special Education Disability Category - Data identifying children with disabilities receiving special education and related services according to an Individualized Education Program (IEP). Current listing of categories are included in **Appendix A (Special Education Disability Categories)**. Allow for two characters or digits. (Required) AS 14.30.180-191

Special Education Placement - This reporting item describes the setting in which children with disabilities have been placed for educational services. A current listing of placement descriptions is included in **Appendix A - Special Education Placement Options**. Allow for two characters. (Required) AS 14.30.180-191

Special Education Exit/Withdrawal Code - Data specifying the circumstances under which a student with an IEP exited from ongoing special education instruction and/or services. (Required) 4 AAC 52.760

<u>Code</u>	<u>Description</u>
01	Returned to regular education as a result of having met the objectives of her or his IEP.
02	Reached maximum age and did not receive a diploma.
03	Moved out of the catchment area and is KNOWN to be continuing in another educational program.
04	Moved out of the catchment area and is NOT KNOWN to be continuing in another educational program.

Special Education Exit/Withdrawal Date - The date the student exited from ongoing special education instruction or services. The preferred format is MM/DD/YY. Allow for at least ten characters or digits. (Required) 4 AAC 52.760

Student - A person eligible under the laws of Alaska for free public education and who is attending

public school. (Definition) AS 14.03.080

Title I Participation - Data indicating whether a student is served by Title I in a Targeted Assistance School. The options for reporting are:

Y = Student is served by Title I in a Targeted Assistance School, or

N = Student is not served by Title I in a Targeted Assistance School.

Allow for one character. (Required)

Transcript - An official record of student performance showing all subjects, courses and credits completed at a given school and the final grade or other evaluation received in each portion of the instruction. Transcripts should include an explanation of the grading scale used by the school. Final transcripts are permanent records. (Definition) 4 AAC 07.060

Tuberculin (TB) Test - The tuberculin test given to determine if a person has tuberculosis germs in the body. (Definition) AS 14.30.065-127

Unexcused absence - An absence for a reason not accepted under policy established by the local school board. (Definition) AS 14.30.010

Unit – The amount of credit earned through successful completion of a course that meets one clock hour per day five days per week, for one school term. A course involving five hours of instruction on a varying daily schedule during a week for one school term is equivalent to one Unit. (Definition) AS 14.07.020

Ungraded Class - A class that is not organized on the basis of grade levels and has no standard grade designation. This includes regular classes that have no grade designations, special classes for exceptional students, which have no grade designations, and many adult or continuing education classes. Such a class is likely to contain students of different ages who, frequently, are identified according to level or performance in one or more areas of instruction rather than according to grade level or age level. See also Grade Level. (Definition) 4 AAC 06.815(d)

Zip or Postal Code - The U.S. Postal Service code, excluding delimiters or blank spaces, corresponding to the city, town, or village of residence. Allow for at least nine digits. (Required) AS 14.03.080

Section VI REPORTING REQUIREMENTS

Foundation Reporting

Districts are required to provide the department with reports of their foundation Average Daily Membership (ADM) for the 20 school calendar days ending with the fourth Friday in October for the current school year. A report of the estimated foundation ADM counts for the following year is also reported. Current year reports are required in, (1) a summary paper format, and (2) a student level detailed electronic format. The reports are due within two weeks after the fourth Friday in October.

The Paper Foundation Report

This report should summarize the unduplicated foundation ADM for each school within a district for the current school year and a projection for the following school year. Information to be reported includes:

- Total foundation ADM by school for kindergarten through grade six (K-6);
- Total foundation ADM by school for grades seven through grade twelve (7-12);
- Number of students requiring intensive services by school; and
- Total ADM for students in correspondence study programs.

The student ADMs shall be subtotaled by the grade ranges outlined above, subtotaled by school and totaled by district. Totals and subtotals shall be rounded to the nearest hundredth. Correspondence student ADMs shall be totaled district wide. Intensive student counts shall be reported by school and totaled by district.

The Electronic Foundation Report

This report should include detailed student information supporting the summarized information in the current year's Paper Foundation Report. The data items required for each student are published in the most recent *OASIS Data Handbook for School District*. The data is used by EED to support and review the claimed students on the Paper Foundation Report and assists the department in meeting its U.S. Department of Education, National Center for Educational Statistics Core of Common Data reporting requirements. Upon receipt and review of the electronic data submittal, the department will request supporting documentation for any duplicate enrollments or missing information. Requested information shall be submitted as soon as possible, but no later than 30 days after the request. Upon completion of the review, the department will make a final determination of the student foundation counts based on information the district has provided.

The data items to be reported are described in **Section V** of this handbook – **Definitions of Terms Used in Student Data Reporting**. The following descriptions are provided for additional clarification to address the most common problems and questions related to the annual foundation reporting requirements and provisions.

Students - Regular Students - Students who are counted for foundation funding include individuals of school age (See definition of school age in **Section V**), who are enrolled and receiving instruction under an educational program provided by the district.

Students - Special Education Students - Students who are three years of age and less than 22 years of age on the last day of the count period, and who are both enrolled and receiving special education services provided by the district under an IEP, are included in the regular foundation counts.

Students - Correspondence Students - Students who are of school age, are enrolled, who currently live within the state, and are receiving correspondence instruction from a district are included in the district's correspondence foundation counts.

Foundation Count Period - The 20 school days (including in-service days during the 20-day period) ending on the fourth Friday in October. The department may approve an alternative count period upon written request and for a good cause shown. The counting period approved must be 20 consecutive school days and requested in advance.

Foundation Membership Days - Membership days are the sum of days present, days absent and in-service days scheduled during the foundation count period of an enrolled and attending student. Membership days are reported for each student in the electronic data submittal. Reported membership days may not exceed 20 days per student.

Average Daily Membership (ADM) - Foundation - The ADM of an individual student is the product of days present + days absent + in-service days *divided by* 20 days and *multiplied by* the student's FTE. For most students reported, ADM will be one (1). For foundation reporting, all scheduled in-service days during the foundation count period are included in membership days. Foundation ADM is calculated from the reported individual student data item of FTE and membership days. The product of membership days *times* FTE *divided by* the 20 school days equals Foundation Average Daily Membership (ADM). A student may not be claimed for more than one foundation Average Daily Membership. Preschool special education students being served under an IEP during the entire 20 day count period will be counted for no less than .25 foundation ADMs. Elementary students being served on a regularly scheduled basis each week during the entire count period will be counted for no less than .25 foundation ADM.

The following scenarios provide examples of calculations for reporting foundation membership days:

In general, the ADM for a regular full-time student (attending at least four hours per day) enrolled in a school for the entire 20-day count period, would equal the days present, *plus* days absent, *plus* approved in-service days *divided by* the 20 calendar school days ending the fourth Friday in October.

- A full-time student who was present for 17 days and absent for two days while the school had one state-approved in-service day during the foundation count period would have an ADM calculated as follows: $(17+2+1)/20\text{days} \times 1\text{FTE} = 1 \text{ ADM}$. That student would be reported as having 20 days membership and 1 FTE.

- A part-time student attending two hours per day who entered a school midway through the 20-day foundation count period, and who was present nine days and absent one day while the school had 0 in-service days would have an ADM calculated as follows: $(9+1+0)/10\text{days} \times .5\text{FTE} = .25 \text{ ADM}$. That student would be reported as having ten days membership and .50 FTE.

A non-correspondence student who attends or receives instruction on a schedule that varies either in hours per day and/or the number of days per week during the foundation count period could be counted and reported in two different ways:

- A preschool special education student who does not attend a regular program but receives service for two hours per day three days per week during the foundation count period would be counted as follows. Three days/week x four weeks in the count period = 12 days x .5 FTE (2 hours per day) divided by 20 days = .30 ADM. This student would be reported as 12 days in membership and .50 FTE in the electronic data submittal. The resultant student's ADM would be .30.
- Alternatively, the product of 3 days x 2 hours per day divided by 4 hours per day would result in 1.5 days membership per week. Under this alternative, the electronic data submittal would be for six days membership and 1 FTE also resulting in a .30 ADM.

For a student whose instructional program is structured for five hours per day, four days per week foundation ADM should be calculated as illustrated below:

- $4 \text{ days} \times 4 \text{ weeks} = 16 \text{ days membership} \times 1 \text{ FTE} / 20 = .80 \text{ ADM}$. This student would be reported as having 16 days in membership and 1 FTE in the electronic data submittal.

Number of Students Requiring Intensive Services - This is a one day count of special education students who meet the state definition for intensive funding, and are currently enrolled and covered by an IEP within a district on the fourth Friday of October. This count is not adjusted by ADM or FTE. Intensive counts are to be reported by individual schools. An intensive student shall be included in the count of only one school within a district.

Birth date - A student's birth date is required to determine eligibility for foundation funding. A student reported electronically to the foundation program without a birth date will be ineligible for foundation funding.

Student Residence - Electronic reporting requires a district to provide the city and zip code where each student resides to determine eligibility. Correspondence students residing outside the state are not eligible for foundation funding. Student records that do not include a city and zip will be deemed ineligible for foundation funding.

Alaska Student ID - A correct Alaska Student Identification Number shall be provided for all students reported on the electronic foundation submittal. Student records that do not include an accurate Alaska Student Identification number will be deemed ineligible for foundation funding, since potential duplication of the student days membership count with other districts cannot be ruled out.

Grade Level - Grade information is required for each student record electronically submitted for the foundation report. A school that does not assign students to grade levels will report them respectively in standard grade levels based upon the years enrolled in school. Under-school-age special education students should be included in the K-7 student counts. Over-school-age special education students should be included in the 8-12 student counts.

School - Foundation membership shall be reported by school. Students attending more than one school shall be reported in each school attended. Total reported membership shall not exceed one ADM (20 days membership x 1 FTE), per 20 school days. The electronic foundation report shall include a separate record reflecting the days of membership and FTE in each school a student attended using the current school codes published by the department. The department will aggregate foundation counts to schools as outlined in state law and regulation. Student counts are combined into schools based on the current statute as follows:

- 1) Within a community with an ADM between 10 and 100 shall be counted as one school;
- 2) Within a community with an ADM between 101 and 425 shall be counted as one elementary school and one secondary school.
- 3) Within a community with an ADM of greater than 425, each facility that is administered as a separate school shall be counted as one school, except that each alternative school with an ADM of less than 200 shall be counted as a part of the school in the district with the highest ADM.
- 4) A charter school shall be counted as a separate school if the charter school has an ADM of at least 150 students.

Early Entered Students - Regular students who are under school age may be early entered into a grade and/or program within the district in which the student resides. Early entered students are included in the membership count of the school they attend. In order to be eligible for foundation funding, under school age students must be early entered in accordance with state regulations. This requires action of the district's school board including:

- a) Adopting standards which shall be used to evaluate mental, physical and emotional capacity to perform at the grade level considered for early entry, and taking separate individual official action on the approval of each student's early entry;
- b) Maintaining documentation on "a" above, and providing it to the department upon request;
- c) If the school board chooses, granting an administrator with the authority to take the official action.

Students may only be early entered into a district in which they reside. Special education preschool students do not require early entrance (as outlined in the definition of school age), in order to be counted.

Correspondence Programs - Students enrolled in statewide correspondence programs are subject to special rules related to foundation counts. The FTE of all correspondence students is determined based on one course equaling .25 FTE up to a maximum of 1 FTE. Students in statewide correspondence programs must have 50% of their correspondence courses designated *core course(s)* of that correspondence program (See **Section V - Definitions**) to be counted for foundation FTE.

Following are some examples of calculations for reporting foundation FTE for statewide correspondence programs:

- A student is enrolled in four courses taken from a particular statewide correspondence program. One of these courses is a *core course*. The student would be reported as .50 FTE. Regulation requires that 50% of the correspondence courses be *core*; with only one *core course*, only .50 FTE is possible.
- A student is enrolled in two different districts. In district #1 the student has two courses, one of which is a *core course*, taken from a statewide correspondence program. That same student is taking two courses, neither of which is a *core course*, from another statewide correspondence program in district #2. District #1 would report .50 FTE and district #2 would report 0.00 FTE (or not report at all).
- A student is enrolled and taking three courses, none of which is a *core course*, from an in-district correspondence program. The district would report .75 FTE.

Students concurrently enrolled in a combination of district school programs, district correspondence and statewide correspondence are counted as follows:

- In the district of residence's regular program, then
- In the district of residence's correspondence program.
- Any residual is allocated to statewide correspondence programs that report ADM proportionally.

Following are some examples of calculations for reporting foundation membership and FTE to statewide correspondence programs when students are reported in more than one school:

- A student is reported as a full-time student in a district for 20 day membership and reported in a statewide correspondence program at .50 FTE and 20 days membership. The statewide correspondence program count would be reduced to 0.00 FTE and 0 days membership.
- A student is reported as a half-time .50 FTE student in a district for 20 day membership and reported in two separate statewide correspondence programs at .50 FTE and 20 days membership. The statewide correspondence program FTE reported would be adjusted to .25 FTE.
- A student is reported as a 1.0 FTE student in a district for 10 days membership and reported in two separate statewide correspondence programs at 1.0 FTE and 20 days membership. The statewide correspondence program FTE reported would be adjusted to .50 FTE and the membership days adjusted to 10 days.

Youth in Detention or Out of District Placement - Special rules apply to youth in detention and other similarly situated students. A student who is in detention outside of her or his district of residence may be counted in his or her regular school *and* the school representing the Youth Detention Facility with the approval of the department. In order to be counted in the school that she or he is absent from, he or she must have been in attendance during the current school term.

Preschool Students - Preschool non-special education students may be included in the foundation data submittal. These preschool students however, will not be included in the foundation counts or funding.

Other Reports

Participation Rate Reporting

The Department of Education & Early Development collects detailed student information in conjunction with the annual spring assessment. Those data elements and format are contained in the *Participation Rate Handbook*.

No Child Left Behind (NCLB) Summer Data Collection

Detailed student data is collected to support the annual submittal to the U.S. Department of Education. Those data elements and format are contained in the *NCLB Summer Data Handbook*.

Report Card

Alaska statute requires districts to file an annual report with the Department of Education & Early Development and make it available to the public. Student data included in the annual report are gathered from information in foundation electronic reporting, participation rate reporting, the NCLB end of year data collection and statewide assessments. The specific reporting requirements are outlined in the *Report Card Handbook*. Data reports are generated by the department and are available for inclusion in the district's report card. The only item that is currently not collected through existing data submittals to the department is the kindergarten through eighth grade retention rate.

Alaska Department of Education & Early Development

Electronic Data Format & Transmission Standards

1. Districts shall submit data elements as defined in the published data handbooks in an electronic format. The submittal shall be in a single data file.
2. To accommodate different computer systems and facilitate data reporting, districts should use the following two preferred file format options for reporting data:
 - Fixed length, CR between each record.
 - Variable-length comma or tab delimited, CR between each record.

Other formats may be acceptable if approved by the department.

3. Acceptable media are:
 - ✓ Floppy disks (3.5 inch)
 - ✓ Zip Drive Diskettes
 - ✓ CD-ROM
4. If utilizing electronic data transmission, steps must be taken to ensure security. Programs must meet these criteria:
 - FTP using encrypted PGP;
 - SFTP;
 - HTTPS; or
 - Other department-approved processes.
1. Districts using Macintosh computer systems must provide data in a DOS file format on DOS formatted media.

Appendix A – Selected Reporting Codes

The following codes, with their descriptions and definitions, are included in an appendix because they are subject to periodic changes and updates. As codes and definitions change, updates will be included in the instructions accompanying the data handbooks periodically published by the department.

Ethnicity Codes

Code	Description	Definition
1	White (Caucasian)	A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
2	Black, Not Hispanic	A person having origins in any of the black racial groups of Africa. Terms such as Haitian or Negro can be used in addition to Black and African American.
3	Hispanic	A person who traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.
4	Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, Cambodia, Canada, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, Vietnam, Guam, the Philippine Islands, Samoa and other Pacific Islands.
5	American Indian	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition. Do not include Alaska Native students.
6	Alaska Native	A person who is a descendant of a member of the aboriginal races inhabiting the state when it was annexed to the United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated into the state from Canada, and who is a descendant having at least one-quarter blood derived from these ancestors.
9	Multi-Ethnic Student	A person who primarily identify their ethnic heritage with more than one of the subgroups “African-Americans,” “Alaska Native,” “American Indians,” “Asians Pacific Islanders,” “Hispanics,” or “Whites”

Special Education Disability Categories

Code	Description
00	Not receiving Special Education services
02	Mental Retardation
03	Hearing Impaired
04	Speech or Language Impairments
05	Visual Impairments
06	Emotional Disturbance
07	Orthopedic Impairments
08	Other Health Impairments
09	Specific Learning Disabilities
10	Deaf-Blindness
11	Multiple Disabilities
12	Autism
13	Traumatic Brain Injury
14	Developmentally Delayed

Special Education Placement Options

Code	Description
<i>Codes 01 - 08 are for children ages 3-5 only</i>	
01	Early Childhood Setting
02	Early Childhood Special Education Setting
03	Home
04	Part-time Early Childhood/Part-time Early Childhood Special Education Setting
05	Residential Facility
06	Separate School
07	Itinerant Service Outside The Home (Optional)
08	Reverse Mainstream Setting (Optional)
<i>Codes 09 - 18 are for children ages 6-21 only.</i>	
09	Special Education Outside Regular Class Less Than 21% of Day
10	Special Education Outside Regular Class At Least 21% of Day And No More than 60% of Day
11	Special Education Outside Regular Class More Than 60% of Day
12	Public Separate School Facility
13	Private Separate School Facility
14	Public Residential Facility
15	Private Residential Facility
16	Homebound/Hospital
17	Served in a Correctional Facility
18	Enrolled in private school and not placed or referred by public agency

Entry Type

Code	Description
01	Transfer from a public school in the same school district
02	Transfer from a public school in a different school district within Alaska
03	Transfer from a public school in a different state or country
04	Transfer from home schooling (non-district sponsored)
05	Transfer from a private school
06	Transfer from an institution (with an educational program)
07	Re-Entry after a voluntary withdrawal from same school (for example, prolonged illness, temporary disability or dropping out)
08	Re-Entry after an involuntary withdrawal from same school (for example, expulsion)
09	Initial Entry for school year (student is new to the school)
10	Returning Student (was enrolled at the same school at the end of the preceding school year)
99	Other (please explain). Use comments in the note field.

Exit/Withdrawal Type Number 2/2

Code	Description
01	Transfer to a public school in the same school district
02	Transfer to a public school in a different school district within Alaska
03	Transfer to a public school in a different state or country
04	Transfer to home schooling (non-district sponsored)
05	Transfer to a private school
06	Transfer to an institution (with an educational program)
07	Graduated with regular diploma
08	Graduated with regular diploma under a waiver
09	Completed school with other credentials (certificate of completion or attendance)
10	Death
11	Reached maximum age for services (over school age)
12	Discontinued schooling (DROPPED OUT); Reasons include: pursuing GED, entering military, employment, family problems, pregnancy, alcohol/drug dependency, failing, truancy, administrative drop, illness
13	Completed Grade 12, but did not pass exit exam
14	Involuntary withdrawal from school (expulsion)
99	Other (please explain). Use comments in the note field.

Language Types

The most commonly represented language categories are included in this list. For students who speak a different language, please use “other.”

<u>Language Codes</u>	<u>Language Name</u>
31	Albanian
02	Aleut (<i>includes Alutiiq, Sugcestun, and Unangan</i>)
04	Arabic
05	Athabscan (<i>includes all dialects: Ahtna, Degxinag, Denaina, Gwich'in, Han, Holikachuk, Koyukon, Upper Kuskokwim, Tanacross, and Tanana</i>)
07	Cambodian
08	Chinese (<i>includes Cantonese</i>)
11	Filipino
32	German
33	Haida
34	Hawaiian
13	Hmong
15	Inupiaq
16	Japanese
17	Korean
19	Laotian
35	Mein
20	Native American (<i>includes Navajo and other languages</i>)
22	Russian
24	Samoan
25	Spanish
26	Tagalog (<i>Flilipino</i>)
36	Thai
27	Tlingit
37	Tongan
28	Tsimshian
38	Ukranian
29	Vietnamese
06	Yup'ik (<i>includes all dialects: Central Yup'ik, Cup'ik, and Siberian Yup'ik</i>)
30	Other

Appendix B - Supplemental Information

Exemptions to Compulsory Attendance

Compulsory attendance in public school does not apply in the following instances:

- A child is provided an academic education comparable to that offered by the public schools in the area, either by:
 - attendance at a private school in which the teachers are certificated,
 - tutoring by certificated personnel, or
 - attendance at an educational program operated in compliance with AS 14.45.100 - 14.45.200 by a religious or other private school.
- A child attends a school operated by the federal government.
- A child has a physical or mental condition that a competent medical authority determines will make attendance impractical, and is in the custody of a court or law enforcement authorities.
- A child is temporarily ill or injured.
- A child has been suspended or expelled under state law or suspended or denied admittance under state law.
- A child resides more than two miles from either a public school or a route on which transportation is provided by the school authorities.
- A child is excused by action of the school board of the district at a regular meeting or by the district superintendent subject to approval by the school board of the district at the next regular meeting.
- A child has completed the 12th grade.
- A child is enrolled in:
 - an Alaskan state boarding school, or
 - a full-time program of correspondence study approved by the department. In those school districts providing an approved correspondence study program, a student may be enrolled either in the district correspondence program or in a statewide correspondence study program.
- A child is equally well-served by an educational experience approved by the school board as serving the child's educational interests despite an absence from school, and the request for an excused absence is made in writing by the child's parents or guardian and approved by the principal or administrator of the school that the child attends.
- A child is being educated in the child's home by a parent or legal guardian.
- A child whose parent, legal guardian or other person having the responsibility for or control of the child elected to enroll the child at six years of age in first grade at a public school and determines, within 60 days after the child is enrolled, that the best interests of the child are not being served by enrollment in the first grade. The child may be withdrawn from school, and the compulsory attendance provisions will not apply to the child until he or she is seven years of age.

Specific Special Education Record Requirements - Maintenance of Records

Each district providing special education and related services shall maintain records that demonstrate to a reasonable certainty, as determined by the department, that the district is in compliance with the requirements of state law and regulations pertaining to special education students. The specific additional record keeping requirements that are in addition to those outlined for non-special education students are as follows:

- category of eligibility under 4 AAC 52.130;
- date of referral;
- tests and other documents demonstrating eligibility under state law and regulations;
- IEP;
- services provided, including dates of initiation and termination;
- name, address and telephone number of each parent; and
- correspondence and other communications with a parent required by regulation.

Districts shall maintain these required records for a minimum of five years after termination of educational services. These records, with the exception of attendance records, must be maintained in a single file.

If a child moves from one district to another, the district that has provided special education and related services shall transmit copies of records maintained in accordance with this section to the other district upon request. If the request is made by an official of a school or school system to which the student transfers enrollment or intends to enroll, the parent must be notified of the disclosure, offered a copy of the record and notified of their right to request amendment of the record. No notification is required if the request is made by the parent.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99 is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request the school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to

amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- school officials with legitimate educational interest;
- other schools to which a student is transferring;
- specified officials for audit or evaluation purposes;
- appropriate parties in connection with financial aid to a student;
- organizations conducting certain studies for or on behalf of the school;
- accrediting organizations;
- to comply with a judicial order or lawfully issued subpoena;
- appropriate officials in cases of health and safety emergencies; and
- state and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook or newspaper article) is left to the discretion of each school.

State Requirements for Access to School Records

State law provides parents access to public school records. The statute states:

Upon request of a parent, foster parent, or guardian of a child under 18 years of age who is currently or was previously enrolled in a municipal school district or a school district that is a regional educational attendance area, the school district shall provide a copy of the child's record. This section does not apply to a record of a child who is an emancipated minor or to record information that consists of the child's address if the school district determines that the release of the child's address poses a threat to the health or safety of the child. (AS14.03.115)

State Prohibition on Student Personal Data Collection

State law, AS 14.03.110, prohibits the collection of information related to personal or private family affairs of the student without written permission. These provisions are outlined as follows:

- (a) A school district, principal or other person in charge of a public school, or a teacher in a public school may not administer or permit to be administered in a school a questionnaire or survey, whether anonymous or not, that inquires into personal or private family affairs of the student not a matter of public record or subject to public observation unless written permission is obtained from the student's parent or legal guardian.

(b) For an anonymous questionnaire or survey, written permission required under (a) of this section may be obtained annually and is valid until the commencement of the subsequent school year or until the parent or legal guardian who gave permission submits a written withdrawal of permission to the school principal. The school shall provide each student's parent or legal guardian at least two weeks notice before administering a questionnaire or survey described under this subsection.

(c) If a school administers to a student a questionnaire or survey that is not anonymous, the school shall obtain the written permission required under (a) of this section from the student's parent or legal guardian at least two weeks before the questionnaire or survey is administered.

(d) The school shall give a student's parent or guardian an opportunity to review the questionnaire or survey described under (b) or (c) of this section and shall give the parent or guardian written notice regarding

- (1) how the questionnaire or survey will be administered to the student;
- (2) how the results of the survey or questionnaire will be used; and
- (3) who will have access to the questionnaire or survey.

(e) A student may refuse to participate in a questionnaire or survey administered in a public school. A student's parent or legal guardian may refuse to allow the student to participate in a specified questionnaire or survey.

(f) In this section, "questionnaire or survey" means a list of questions to, or information collected from, a class or group of students.

Health Records

Before entry into a state public school district or nonpublic school offering pre-elementary education through the 12th grade, or any combination of these grades, a child shall be immunized against:

diphtheria, tetanus, polio, pertussis, measles and rubella, except that pertussis is not required in children over six and rubella is not required in children 12 years or older; and beginning July 1, 2001, mumps, hepatitis A and hepatitis B. 4 AAC 06.055

This section does not apply if the child:

- (1) has a valid immunization certificate consisting of; a statement by a physician listing the date that each required immunization was given, or a copy of a clinic or health center record listing the date that each required immunization was given,
- (2) has a statement signed by a doctor of medicine (M.D.), doctor of osteopathy (D.O.), physician assistant or advanced nurse practitioner licensed to practice in this state, stating that immunizations would, in that individual's professional opinion, be injurious to the health of the child or members of the child's family or household, or
- (3) has an affidavit signed by his parent or guardian affirming that immunization conflicts with the tenets and practices of the church or religious denomination of which the applicant is a

member. The medical or religious exemption request is an important component of the child's health record concerning immunizations.

A student registering in a school in a community where regular medical services are not available on at least a weekly basis, and who does not have the required immunizations, may be provisionally admitted to a pre-elementary, elementary or secondary program. This may be for a reasonable period of time for the prevailing circumstances but is not to exceed 90 days after enrollment. No children will be provisionally admitted except in extraordinary circumstances. Where exceptions are granted, they shall be reported to, and discussed with, the communicable disease section of the division of public health, Department of Health and Social Services. The division of Public Health will then be responsible for determining that the required immunizations are completed during the provisional period.

If a parent or guardian is unable to pay the cost of immunization, or immunization is not available in the district or community, immunization shall be provided by state or federal public health services.

Immunizations shall be recorded on each pupil's permanent health record form.